**ALAMEDA CTC ADMINISTERED FUNDS**

**FINAL REPORT**

|  |  |
| --- | --- |
| PROJECT TITLE: |  |
| PROJECT SPONSOR: |  |
| AGREEMENT NO: |  |
| Date: |  |

1. **Project Funding Agreement Closeout Confirmation**

Yes No

Project scope is complete per the project funding agreement.

All required deliverables submitted to Alameda CTC.

Annual publicity requirements to highlight the projects were documented and met.

Project Sponsor will keep records of expenses, insurance, reporting as required.

All Request for Reimbursements are submitted; no additional requests anticipated.

Unspent and remaining Alameda CTC funds are to be disencumbered.

Submittal of Final Report constitutes closing out the funding agreement and/or project.

1. **SUMMARY OF PROJECT ACCOMPLISHMENTS AND OUTCOMES** *Describe the improvements constructed, and/or services provided and the resulting benefits.*



1. **PERFORMANCE REPORTING**

Project is a capital project, and does not have performance targets and goals to monitor.

For projects that have specific performance targets, complete the Table below.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Table 1 - Performance Measures Report** | | | | |
| **No.** | **Performance Measure** | **Target** | **Cumulative Performance** | **Performance Measure Target Achieved?**  *If no, provide an explanation.* |
| 1 |  |  |  |  |
| 2 |  |  |  |  |
| 3 |  |  |  |  |
| 4 |  |  |  |  |
| 5 |  |  |  |  |
| 6 |  |  |  |  |
| 7 |  |  |  |  |
| 8 |  |  |  |  |
| 9 |  |  |  |  |
| 10 |  |  |  |  |
| 11 |  |  |  |  |
| 12 |  |  |  |  |

Performance measures and targets must be consistent with the Project Funding Agreement.

1. **EXPENDITURE SUMMARY**

Summarize the total project expenditure by phase. List the Alameda CTC Administered Funds by fund source, and by phase.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **FINAL EXPENDITURE SUMMARY** ($ x 1,000) | | | | | |
|  | **Alameda CTC Administered Funds** | | |  | |
| **TASK** | **\_\_\_\_\_** | **\_\_\_\_\_** | **\_\_\_\_\_** | **Matching Funds** | **Total**  **Expenditures** |
|  | $ | $ | $ | $ | $ |
|  | $ | $ | $ | $ | $ |
|  | $ | $ | $ | $ | $ |
|  | $ | $ | $ | $ | $ |
| **Total Expenditures** | **$** | **$** | **$** | **$** | **$** |

Instructions/ Notes:

1. Tasks and Agreement amount by Task are based on the funding agreement.
2. Identify the source of Alameda CTC Administered Funds in the table header per the funding agreement.